TRAC QUICK REFERENCE GUIDE

Travel Reimbursement Approval and Certification (TRAC) is an online application to request and receive reimbursement for local and out of town travel. Below is a quick reference that details each step in the process. If you have any questions or require additional information, contact your CFN/Business Office or District 75 for school based personnel. For Central travelers, contact the Central Business Office.
You may also obtain additional information by reviewing:

- The TRAC webcast. Click TRAC Webcast; or
- The on-line TRAC Guide: Click: TRAC Guide

Local Reimbursement

Traveler enters TRAC via the FAMIS Portal or http://dfoforms.nycenet.edu/TRAC/.
Traveler enters request for reimbursement in TRAC – TR # is assigned.
TRAC automatically routes an email to approving officer (supervisor) via email
Supervisor approves or rejects via email.
If rejected, traveler must resubmit.
If approved, TR document is sent to TRAC Admin.
FAMIS initiator enters account codes.
FAMIS approver reviews document and approves or rejects.
If approved, a check will be generated and mailed within 10 days.

Out of Town Request

30 days prior to the trip, Traveler enters TRAC via the Portal or http://dfoforms.nycenet.edu/TRAC/
The traveler enters logs into TRAC, selects Out of Town Request and enters their projected costs – PE# is assigned
TRAC automatically routes an email to approving officer (supervisor).
If Supervisor approves and an exception to exceed GSA is requested or if the request is for an international trip, TRAC generates an email to the Executive Director-DFO.
If approved, PE document is sent to TRAC Admin.
FAMIS initiator enters account codes.
Payment will not be made until the traveler enters their actual expenses in out of town reimbursement.

Out of Town Reimbursement

Upon return from trip, the traveler enters TRAC via the Portal or http://dfoforms.nycenet.edu/TRAC/ and navigates to Out of Town reimbursement.
Traveler enters the PE# when prompted.
The traveler's projected expenses are displayed and a box for actual expenses.
Traveler MUST enter their actual expenses or the reimbursement will be viewed as $0.
Traveler submits; and TR # is assigned.
Email is sent to approving officer (supervisor).
Supervisor approves (as with the initial request, the executive director will need to approve any exceptions or international trips).
TR document is sent to TRAC Admin.
FAMIS initiator enters account codes.
FAMIS approver reviews document and approves or rejects.
If approved, a check will be generated and mailed within 10 days